

County of Moore Transportation Services

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SPECIAL MEETING

MCTS Transportation Advisory Board Rick Rhyne EOC Office Lower Level/Conference Call June 29, 2022, at 3:00 pm

AGENDA

- I. Introductions- Deb Holmes, Chair
- II. Roll Call Deb Holmes, Chair
- III. Approval of minutes from February 16, 2022, meeting Deb Holmes, Chair
- IV. Election of Officers- Deb Holmes, Chair

a) Election of Chairperson

Any voting member of the MCTAB may serve as an officer, except Moore County Employees shall not be allowed to serve as Chairperson or Vice-Chairperson due to potential conflicts of interest. Moore County Employees may serve as Secretary.

b) Election of Vice-Chairperson

MCTAB officers will follow a natural progression every year, except for Moore County Employees serving as Secretary. The Vice-Chairman will advance to Chairman, the Secretary will advance to Vice-Chairman and the Secretary will be elected by a majority vote and will serve a one-year term.

c) Election of Secretary

MCTAB officers will follow a natural progression every year, except for Moore County Employees serving as Secretary. The Vice-Chairman will advance to Chairman, the Secretary will advance to Vice-Chairman and the Secretary will be elected by a majority vote and will serve a one-year term.

- V. Financials -Deb Holmes, Chair
 - 1. Budget-FY21-22 Updates- Sonia Biggs
 - 2. ROAP Sonia Biggs
 - 3. CARES Act Program Sonia Biggs
 - 4. POP Extension Update Sonia Biggs
- VI. New Business -Deb Holmes, Chair
 - 1. Transportation Technology Sonia Biggs
 - 2. Staff updates Sonia Biggs
 - 3. Next meeting August 17, 2022
- VII. Adjourn Deb Holmes, Chair

MCTS Transportation Advisory Board Meeting Minutes

Date: February 16, 2022

Time: 3:00 PM

Location: Rick Rhyne Lower Level EOC Office

Voting Members Present: Deb Holmes, Bryan Phillips, Kimmie Dowdy, Kelly Green **Voting Members via Conference Call:** Sean McCormick, Maria Campbell, Terri Prots.

Voting Members Absent: Yvette Ausby, Anthony McCauley, Bob Huber.

Ex-official Members Present: None

Moore County Staff Members Present: Sonia Biggs.

Moore County Staff Members via Conference Call: Caroline Xiong, Tron Ross.

A quorum was present; the meeting was called to order at 3:14pm. Presiding over the meeting was Deb Holms (Chair).

I. Introductions:

All attendees gave a brief introduction, roll call complete for all attendees in the Rick Rhyne EOC Office Lower Level and via conference call

II. Approval of Minutes from November 17, 2021, Meeting:

Kelly Green made a motion to approve the November meeting minutes and seconded by Sean McCormick. Motion carried.

III. Financials:

Sonis Biggs provided updates on:

- a. The 21/22 transportation budget.
- b. The Rural Operating Assistance Program (ROAP) and CARES Act program for Moore County.
- c. The POP (Period of Performance) Extension.
- d. The CARES Act Program.

IV. New business

Sonia Biggs discussed the updates to the MCTS Policies that had been shared with the group. There was no discussion.

Kelly Green made a motion to accept the changes. It was seconded by Bryan Phillips. All approved. Motion carried.

The next meeting date will be May 18, 2022

V. Adjournment

A motion was made by Terri Prots to adjourn and seconded by Kelly Green. Motion carried unanimously.

Meeting adjourned at 3:40pm

Approved by BOC FY21/22 Budget

\$38,991.00

\$500.00

\$4,000.00

\$3,000.00

\$1,200,477.00

General Fund Assessment

Dues/Subscriptions

Office Equipment

TOTAL BUDGETED

Professional Services

Approved by BOC FY21/22 Bud			łt				
		Amount Expended			Revenue Received		
Expenses	Budgeted	FY21/22 as of Mar 31	Revenue	Budgeted	for FY21/22		
Salaries-Full Time/overtime	\$406,180.00	\$274,357.71	Sale of Capital Assets	\$1,000.00			
Salaries-Part Time	\$40,697.00	\$5,465.78	User Fees (contracts)	\$436,725.00	\$320,955.65		
Longevity	\$7,930.00	\$4,298.00	ROAP User Fees (tokens & APines)	\$40,000.00	\$28,680.52		
FICA/Medicare	\$34,186.00	\$21,126.22	5311 Admin Grant	\$265,387.00	\$46,444.00		
Retirement	\$50,989.00	\$32,445.85	5311 Capital Grant	\$91,864.00	\$0.00		
401K Retirement	\$13,406.00	\$7,551.50	APPR Fund Balance	\$102,790.00	\$0.00		
Health Insurance	\$122,200.00	\$64,449.46	5311 General Public	\$160,721.00	\$123,496.00		
Unemployment Cost	\$955.00	\$716.25	EDTAP	\$101,990.00	\$115,209.00		
Workers Comp	\$20,806.00	\$15,604.50	5311 CARES	\$0.00	\$29,692.00		
Life Insurance	\$1,448.00	\$1,043.67	TOTAL BUDGETED	\$1,200,477.00	\$664,477.17		
Workers Comp Claims	\$1,875.00	\$1,406.25					
COLA	\$9,105.00	\$0.00					
Capital Outlay	\$204,509.00	\$116,435.66			-\$85,884.50		
Uniforms	\$3,500.00	\$1,546.61	Estimated End Budget Total				
Office Supplies	\$3,500.00	\$1,157.39					
Janitorial Supplies	\$3,567.00	\$687.24					
Travel/Training	\$7,500.00	\$4.79					
Telephone	\$4,580.00	\$1,740.85					
Advertising	\$6,400.00	\$491.25					
Drug Testing	\$700.00	\$416.50					
Motor Vehicle Reports	\$1,000.00	\$0.00					
Equipment Leases	\$19,000.00	\$15,316.50					
Insurance	\$40,000.00	\$40,000.00					
Liability/Property Insurance	\$4,812.00	\$3,609.00					
IT Assessment	\$10,582.00	\$7,936.50					
Property Management Assessment	\$128,059.00	\$96,044.25					
Wellness Works Assessment	\$6,500.00	\$4,875.00					

\$29,243.25

\$500.00

\$1,891.69 \$0.00

\$750,361.67

DSS

Aging

Monarch

OneCall

Modvicare

\$50,395.52

\$187,245.74

\$51,092.51 \$30,433.91

\$1,787.97

NCDOT ROAP Report Rural Operating Assistance Program (ROAP) FY22: July 1, 2021 - June 30, 2022

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Reconciliation of FY18 ROAP funds for County or Eligible Authority						
	ROAP Funds disbursed to County	Unexpended ROAP Funds				
EDTAP	\$ 115,209.00	\$ 84,136.00				
EMPL	\$ -	\$				
RGP	\$ 123,496.00	\$ 61,412.20				
Total	\$ 238,705.00	\$ 145,548.20				

82 Elderly and Disabled Transportation Assistance Program						
Total Available EDTAP Funds	\$	115,209.00	Total Expened Funds	\$	31,073.00	
Expended EDTAP Funds	\$	-	Number of EDTAP funded trips provided		1,362	
Additional Local Contribution	\$	-	Additional EDTAP Trips not Funded by ROAP		-	
Unexpended EDTAP Funds	\$	84,136.00	% of EDTAP funded trips provided by the transit system	100%		
Employment Transportation Program						
Total Available EMPL Funds	\$	-	Total Expened Funds	\$	-	
Expended EMPL Funds	\$	-	Number of EMPL funded trips provided		-	
Additional Local Contribution	\$	-	Additional EMPL Trips not Funded by ROAP		-	
Unexpended EMPL Funds	\$	-	% of EMPL funded trips provided by the transit system		0%	
84 Rural General Public Transportation Program						
Total Available RGP Funds (not include 10% local match)	\$	123,496.00	Total Expened Funds	\$	68,982.00	
State Share	\$	62,083.80				
10% Local Share	\$	6,898.20	Number of RGP funded trips provided		2,971	
Additional Local Contribution	\$	-	Additional RGP Trips not Funded by ROAP		-	
Unexpended RGP Funds	\$	61,412.20	% of RGP funded trips provided by the transit system		100%	

I hereby certify that, to the best of my knowledge, the following information is accurate and complete. I further certify that all funds were expended in accordance with applicable federal, state, and local guidelines. I understand that any unexpended amount will be withheld from the FY22-23 ROAP allocation.

85		
	Signature of County Finance Officer or Authority Executive Director Date	ate
86	Unexpended ROAP funds (over \$50.00) will be returned to the NCDOT Public Transportation not send a check with the ROAP Report. Checks will be returned if received. After an NCD this report, the amount to the right will be withheld from the county's FY22-23 ROAP allocation.	
87a	a In the space below, provide a detailed explanation if 10% or more of the EDTAP funds allocate	ited to the county are being returned to NCDOT.
87b	In the space below, provide a detailed explanation if 10% or more of the EMPL funds allocated	ed to the county are being returned to NCDOT.
87c	In the space below, provide a detailed explanation if 10% or more of the RGP funds allocated to	to the county are being returned to NCDOT.